



Mayor Michael B. Coleman

HR CONNECTIONS

A NEWSLETTER FROM THE DEPARTMENT OF HUMAN RESOURCES

QUARTERLY

Extra, Extra Read All About It

HR WEBSITES:

Be sure to visit the Human Resources Internet and Intranet site for the latest information on training opportunities, EEO, Labor Relations, Employee Benefits/Risk Mgmt, and Employee Resources

(Internet)

www.cityofcolumbus.org

(Intranet)

[Http://intranet/](http://intranet/)
Click on
Human Resources

A Message From the Director:

Welcome to the December 2001 edition of H.R. Connections!

Since September 10th the City of Columbus has been actively involved in the Combined Charitable Campaign. Your hard work and commitment to this outreach effort resulted in donations of \$210,442.38 to date. This amount represents 84% of our goal of \$250,000 in donations. Congratulations to the Departments that have met or exceeded their goals. A special congratulations to the Division of Engineering and Construction, Department of Public Service and the Division of Police, Department of Public Safety, both of whom exceeded their respective goals by 200%. If you have not yet reported your department/division donations, please do so ASAP. An update and final report will be forthcoming.



As a brief reminder, the City-wide survey conducted by the OSU Center for Human Resource Research concluded on November 30th. Paper surveys that arrive in the mail after the November 30th date will still be accepted. Thank you for your time and valuable input. This will greatly assist the City in identifying and prioritizing customer service and workforce improvement opportunities.

Over the last several weeks H.R. has, through the "Training Enterprise" design team, worked to enhance and improve the efficiency of workplace development and training initiatives City-wide. As a result of these efforts, a comprehensive business plan incorporating all of the components of the design team's findings is being drafted.

The Employee Benefits section has been involved in an extensive review of proposals submitted by a number of prospective providers in the areas of Medical, Prescription Drug, Dental, Vision, Life, Disability and COBRA coverage, as we prepare for a new contract period beginning in February 2002.

As we become increasingly more involved in the hustle and bustle of the holiday season, let's not forget to embrace our children, grandchildren, significant others or other loved ones. Life and the love of family and friends are precious commodities we have learned since September 11th to never again take for granted. Have a happy, healthy and safe holiday!

Chester C. Christie, Director, Human Resources

Did You Know?

The City of Columbus EEO Office can provide you with a copy of the City's Equal Employment Opportunity Plan (EEOP) upon your request. To request a copy, contact the office of EEO at 645-4315.

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Happy Holidays!

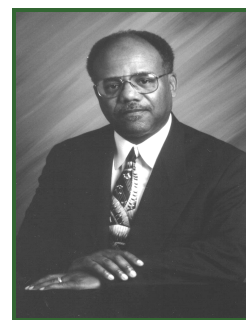


SPECIAL from the OFFICE OF EEO**MAYOR INVITES CITY EMPLOYEES TO PARTICIPATE IN BLACK HISTORY MONTH SONGFEST**

Mayor Michael B. Coleman invites all City employees to participate in the 2002 City of Columbus Black History Month Celebration: "Black History Is Music To Our Ears." Employees are asked to join a 100 voice "Columbus mass choir" which will perform the "Gospel Mass," under the direction of Robert J. Ray.

Mr. Ray is a professor of music at the University of Missouri at St. Louis and will be present on February 23, 2002, at the King Arts Complex, to conduct the performance of his "Gospel Mass." This musical masterpiece, composed in 1978, has been performed in Europe, Asia, South Africa and South America.

"Gospel Mass" is Mr. Ray's interpretation of two thousand years of liturgical tradition with the more contemporary music of the African-American Church. For centuries, composers have taken the text of the Ordinary of the Roman Mass and given them musical settings. Each setting creates within the listener a different feeling about the worship experience.



Composer Robert J. Ray

"It is my desire to combine centuries of old traditions of Mass settings with sounds of the contemporary Black Church," Ray said. "The move from Latin to English created new opportunities for composers to express their feelings about the texts of the Ordinary of the Mass. I wanted everyone to experience the sense of joy and celebration that is generally felt in true African-American worship."

The rehearsals for the "Gospel Mass" conducted by Dr. Jan McCrary, Associate Professor of Music, at The Ohio State University will be held at Shiloh Baptist Church, 720 Mt. Vernon Avenue (614-253-7946) on the following dates:

January 12, 2002 – 2:00 p.m.
January 19, 2002 – 2:00 p.m.
January 26, 2002 – 2:00 p.m.
February 2, 2002 – 2:00 p.m.
February 9, 2002 – 2:00 p.m.
February 16, 2002 – 2:00 p.m.

February 22, 2002 – (rehearsal with the composer, Mr. Robert Ray) – 7:00 p.m.

February 23, 2002 – Performance of "Gospel Mass" at King Arts Complex – 2:30 p.m.

Dr. Melvin V. Richardson is the coordinator for the 2002 City of Columbus Black History Month Celebration. City employees are requested to communicate their acceptance to the Mayor's invitation to Ms. Brenda Price at (614) 645-4315.

The Celebration will also feature youth participants from the Columbus area.

EMPLOYEE ASSISTANCE PROGRAM



MANAGING THE HOLIDAYS

The holidays can be a great time...a time of family, friends, giving and receiving. They also can be a time of stress and a time of year when many people feel overextended. Now is the time to think about how you manage to juggle everything over the holidays. If you find that you'd like to reduce your stress and feel in control of your budget this year, here are some tips that might help:

*Design a holiday budget: Make a list of who you want to buy for and what amount of money you want to spend on each person. Carry this list in your wallet for quick reference and look at it prior to doing your shopping.

*PAY IN CASH! That way, you're more likely to spend within your means, and there are no surprises when the bills come in January.

*Consider making gifts or cards. Get the kids involved. Most people prefer handmade, kid-made, or even cherished family mementos that have special meaning.

*Find ways to make things simpler, not more difficult: Most teens love to get gift certificates. Shop through the internet and by catalog...but remember to stick with the budget.

*Instead of gifts to each person, volunteer collectively at a shelter as a family gift, or buy a pass to something the family can enjoy together.

*Limit buying to certain stores instead of traveling all over town for one thing.

*Give yourself permission to say "NO" during the holidays.....Being kind to ourselves makes us kinder to those around us.

If you'd like to explore other ways to keep life simple and reduce your stress..... ***call us at your City of Columbus EAP.....645-6894.***

CITYWIDE TRAINING AND EMPLOYEE DEVELOPMENT



City employees continue to take advantage of in-house software application training. Over 60 employees are trained each week in Microsoft Software applications through Citywide Training and Employee Dev. at 750 Piedmont Rd.

NEW ORIENTATION SCHEDULE

Effective November 2001, City of Columbus New Employee Orientation will be presented once a month. It will be held on the first day of the first full pay period of each month:

Nov. 12, 2001	June 10, 2002
Dec. 10, 2001	July 8, 2002
Feb. 4, 2002	Aug. 5, 2002
Mar. 4, 2002	Sept. 3, 2002
April 1, 2002	Oct. 15, 2002
May 13, 2002	Nov. 11, 2002
	Dec. 9, 2002

Citywide Training department recommends that all new employees both full-time part-time attend orientation. Orientation includes Civil Service Rules, Injury Leave, Insurance, CME Credit Union and Drug Free Workplace. Employees who want a refresher on City benefits, are also encouraged to attend. Citywide Orientation is held at the Training Facility, 750 Piedmont Road, on the above dates from 8:30 a.m. - 4:30 p.m.

The training schedule is on the intranet at [intranet/HR/CitywideTraining/Training announcements.](#)

Safety Precautions

A message from the City of Columbus Departments of Public Safety, Health and Technology to all city employees.

During the current period of heightened security and national alert, we want to thank our city employees for their continued commitment to serving our citizens. We also want to ask that every employee continues to focus on preparedness and precaution.

While the City and our Divisions of Fire and Police remain in a state of high alert, their report states that over 150 incidences of "suspicious" substances were collected. All substances tested negative for any biologic agent.

While our safety forces continue to respond to a high level of service calls, they ask that you remain vigilant, serving as their eyes and ears and, above all, remain calm.

The Departments of Health and Technology have provided the following procedures for City of Columbus Employees on Handling Suspicious Mail or Packages. This information is located on the City of Columbus internal network home page under: [City Employee Safety Precautions](#). For additional information concerning bioterrorism, click on the [Safety Advisory](#) link, also located on the home page. Informational topics include, but are not limited to, the following: Likelihood of a bioterrorist attack; the Health Department's role in protecting the public and preparing for an attack; Symptoms and treatment of anthrax; and Preparedness for an attack of this nature.

HEALTH BENEFIT NOTES

Have you signed up for **MyUHC.com**

MyUHC.com is a free online service that provides information about your health-care and medical benefits with United Health Care (UHC). You and your family members covered by UHC can register on **myuhc.com**. You will need to provide your member information and choose a user name and password. UHC will send you a special access code in the mail that will allow you to retrieve your personal information online.

All of your family members covered by UHC must register individually to obtain their information on **myuhc.com**. Below are some of services which **myUHC.com** provides:

- Access personal benefit and claims information
- Locate a personal physician or other health care provider
- Visit the pharmacy to renew prescriptions
- Replace lost ID card or request additional ID cards

You can sign up today for myUHC.com by going to www.myuhc.com.

IMPORTANT PHONE NUMBERS

United HealthCare.....	1-800-681-3849
Medical, Rx Drug, Pre-certification	
Mail Order Rx Drug.....	1-800-681-3849
Nurseline.....	1-877-365-7922
Anthem Blue Cross/Blue Shield	1-800-282-1730
Dental	
Vision Service Plan	1-800-877-7195
Vision	
Prudential Life Insurance	
Life:	At work employees contact Division Payroll Department.
	Terminating employees, call Risk Management to convert within 31 days of terminating City employment
CobraServ.....	1-800-790-9056
COBRA: Continuation Benefits	
CareWorks.....	1-888-899-1232
Workers' Compensation Managed Care Organization	
Anthem Life	
	Short term disability. Complete forms through Division payroll.
AFLAC.....	614-761-1342
Pre-tax benefits. Dependent child care	
Colonial Life.....	614-882-9307
Voluntary insurance options	
Employee Benefits/Risk Management.....	614-645-8065
Deferred Compensation.....	1-877-644-6457
Citywide Training Hotline.....	614-645-7733

Ohio Public
Employees Deferred
Compensation
Program

Please update your records to
show the new telephone numbers
for Deferred Compensation as
1-800-OHIO457
or
1-800-644-6457
The Internet website
address is:
www.ohio457.org

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